

## **OFFICE OF EXECUTIVE POLICY AND PROGRAMS DRUG-FREE WORKPLACE AND SUBSTANCE ABUSE POLICY**

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

### **I. Purpose**

Pursuant to the Federal Drug-Free Workplace Act of 1988 & Section 8-11-110 of the S.C. Code of Laws, it is the policy of the Governor's Office to ensure a workplace that is free from the effects of drug and alcohol abuse.

### **II. Substance Abuse**

A.

Employees are required and expected to report to work on time and in appropriate mental and physical condition for work. It is the Agency's commitment to provide a drug-free, alcohol-free, healthful, safe and secure work environment.

B.

Any employee, on Agency time or premises, who uses, manufactures, distributes, dispenses or possesses narcotics, drugs or other controlled substances is absolutely prohibited.

C.

Employees are prohibited from conducting Agency business under the influence of alcohol. "Under the influence" means having any detectable concentration of alcohol in the body. The use of alcohol on agency premise or while conducting agency business is prohibited, except at approved agency sponsored social events. Alcohol consumption at an agency sponsored event is completely voluntary and should be in moderation.

D.

Employees must, as a condition of employment, abide by the terms of the Drug-Free Workplace policy and report any conviction under a criminal drug statute for violations occurring on or off agency premises while conducting agency business. A report of a conviction must be made within five (5) days after the conviction to the Human Resource Administrator.

- E.  
Law enforcement authorities will be notified whenever illegal drugs are found in the workplace (or in State vehicles).
- F.  
If an employee is involved in a motor vehicle accident while driving a State-owned vehicle, the Agency reserves the right to have the employee drug or alcohol tested.
- G.  
G. Violations of this policy may result in disciplinary action, up to and including termination, and may have legal consequences. Each case will be reviewed and necessary action will be taken depending on the circumstance.
- H.  
The Governor's Office reserves the right to test employees it reasonably suspects to be using drugs or alcohol in violation of this policy.

### **III. Drug-Free Awareness Program**

- A.  
The Agency recognizes drug and alcohol as a potential health, safety and security problem. The Governor's Office encourages employees to contact the State services by the Alcohol and Other Drug Abuse Services, Job Retention Services or State Group Insurance Plans, as appropriate.

Alcohol and Other Drug Abuse Services  
101 Business Park Blvd.  
Suite 1100  
Columbia, SC 29203  
(803) 898-5555

Job Retention Services (EAP)  
SC Vocational Rehabilitation  
1330 Boston Avenue  
West Columbia, SC 29169  
(803) 898-6331

- B.  
In lieu of termination for violation of this policy, the employee may be required to enter a drug or alcohol rehabilitation program.

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